

Town of Snow Hill
Job Description

DEPARTMENT: Public Works
JOB TITLE: Maintenance Technician IV - With CDL Class B
COMPENSATION: Non-Salaried/Non-Exempt

JOB SUMMARY: Under the direction of the Public Works Supervisor, this individual operates and trains on non-commercial and commercial weight vehicles (over 26,000 pounds); performs semi-skilled and skilled labor work; uses hand and power operated tools, operates, and maintains various small gas powered, electrically driven, and/or hydraulically operated machinery and equipment; assists in the repair of streets and parks, as necessary.

GENERAL REQUIREMENTS

- Drug & alcohol testing
- Subject to emergency call-back with little or no notice
- Pre-employment background check and motor vehicle history

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Repair and resurface roadways. Erect and repair street signs. Repair, maintain and paint buildings and other structures;
- Assists in patching streets, digging holes, flagging traffic, and cleaning ditches;
- Assists with street sweeping, snow removal and salting sidewalks;
- Assists with park maintenance, including cutting grass, pulling weeds, raking leaves, etc.;
- Assists with garbage and recycling collection, tree limb collection, and bulk trash collection;
- Assists with Town holiday decoration;
- Operate hand and power tools such as air hammers, jacks, chainsaws, weed-eaters, power trimmers and sprayers;
- Perform preventive and routine maintenance on vehicles, tools, machinery, and equipment;
- Assist the Foreman and/or Supervisor with vehicle and equipment repairs, performing minor repairs and maintenance;
- Maintain records and logs;
- Operate commercial weight vehicles and equipment (for CDL licensees);
- Participate in safety related training including confined space and handling of hazardous materials;
- Plow and sand roads during snow emergencies;
- Perform general manual labor duties which may include carpentry, plumbing and electrical duties as necessary;
- Mentor and guide development of less skilled technicians;
- Adhere to the Town of Snow Hill Personnel Rules & Regulations;
- Perform other related duties as directed.

QUALIFICATIONS AND SKILLS

- High school graduate or equivalency plus 7 years of experience in all phases of maintenance;
- Operation of hand and power tools, machines, equipment, and vehicles;
- Skill in making minor and routine repairs/adjustments to machinery, vehicles, and equipment;
- Oral and written communication skills necessary to communicate effectively with others;

- Follow verbal and written instructions, read street signs, complete forms, records, and logs;
- Ability to apply acquired knowledge to increasingly varied and complex tasks;
- Ability to perform duties independently and as part of a team and complete assigned tasks by the established deadlines.
- Basic knowledge of the operation and function of tools, equipment, and commercial weight vehicles used in construction and maintenance of roads, drainage systems, pipelines, and related structures;
- Must possess a valid Maryland Class C driver's license and driving record of less than 4 points;
- Current ICC Physical Exam card with the ability to pass ICC drug screening.
- Must possess a valid Maryland Class B CDL driver's license upon hiring and driving record of less than 4 points;
- Operate 7 of the following 10 vehicles/equipment proficiently:Fork lift, roller, bucket truck, dump truck, skid steer loader, tractor mower, bulldozer, paver, grader, roller.

WORKING CONDITIONS

- Work is primarily conducted outdoors with exposure to inclement weather.

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Moderately active work: Frequent sitting viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 80 lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects and working in extreme and/or inclement weather conditions. Work areas frequently encountered include open ditches, trenches, bridges, open water, heavy machinery, excessive noise and vehicular traffic.

Disclaimer: This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties assigned or required.